

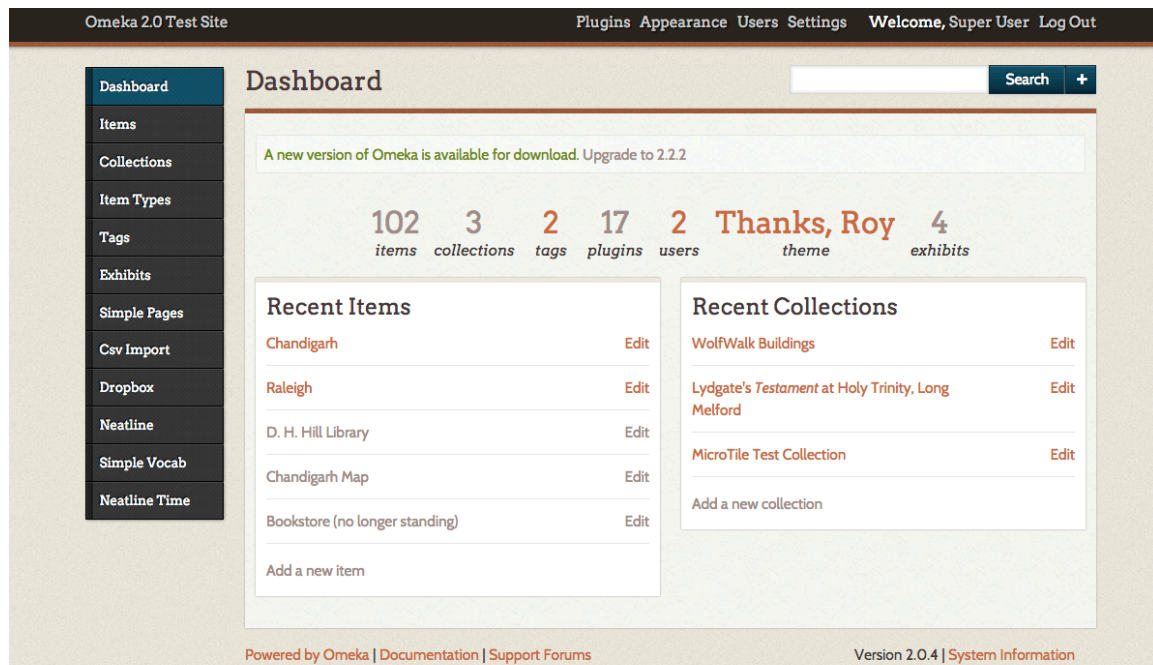
# Omeka Workshop<sup>1</sup>

## 1. What is Omeka?

Omeka is an open-source, web-based exhibit builder developed by the Roy Rosenzweig Center for History and New Media at George Mason University. Their goal was to create a universal and standards-based system for scholars, libraries, and historical societies that would enable digital content management, the creation of simple web pages, and more complex web exhibits based on that digital content.

## 3. The Omeka Dashboard

When you first log in to Omeka, you'll see the Omeka Dashboard, which gives you a quick snapshot of recent activity:



On the very top of the screen is a menu bar that tells you the name of the Omeka site in the upper left corner.

In the center of the Dashboard, you'll see a snapshot of your Omeka site including, depending on your user type, total numbers of items, collections, tags, plugins, user accounts, the current theme, and the number of exhibits. Lists of *Recent Items* and *Recent Collections* are also displayed here.

<sup>1</sup> This handout is largely based on a document created by Ronda Grizzle (University of Virginia) for an Omeka/Neatline workshop.

On the left side of the center block, the main menu for working with your digital content is displayed. Its look varies depending on which plugins are installed. From here you can select:

- **Items** (to view the list and edit groups of or individual items)
- **Collections** (to view and edit the collections on your site)
- **Item Types** (to view the list of item types defined on your site and the number of items assigned to that type)
- **Tags** (to view and edit the list of tags used on your site)
- **Exhibits** (to view and edit the exhibits defined for your Omeka site)

## 4. Omeka Items

The basic unit of an Omeka archive is the item. Each item record represents a digital asset in your Omeka archive.

Knowing what you wish to present about your items, the story that you want to tell using those items, is key to designing your archive. By consistently describing your items, you can build a cohesive archive, which illustrates your research and analysis. Consistent description also allows viewers of your digital archive to search for and retrieve items efficiently.

## 5. Tags and Collections

Tags and collections are the means by which you organize the items in your archive for display, search, and retrieval.

Each item can have as many tags as you wish. Tags on an item can be added, edited, or deleted at any time.

Each item may only be assigned to one collection at a time. Collection membership can always be edited for any item.

## 6. Creating a Collection

1. Click on the **Collections** menu button on the left side menu bar.
2. Click on the green **Add a Collection** button. This opens the *Add a Collection* data entry form, which only has one section, i.e., *Dublin Core*<sup>2</sup>.

---

<sup>2</sup> The Dublin Core Metadata Element Set is a vocabulary of fifteen properties for use in resource description. The name “Dublin” is due to its origin at a 1995 invitational workshop in Dublin, Ohio; “core” because its elements are broad and generic, usable for describing a wide range of resources (from <http://dublincore.org/documents/dces/>). You can find more information about Dublin Core elements at <http://dublincore.org/documents/dces/>.

## 7. Creating an Item

Choose an image that you'd like to upload to Omeka.

1. Click on the **Items** menu button on the left side menu bar.
2. Click on the green **Add an Item** button. This opens the *Add an Item* data entry form, which has four sections:
  - a. *Dublin Core* (where you enter metadata about your item)
  - b. *Item Type Metadata* (where you may enter metadata specific to the item type you define for the item you're adding)
  - c. *Files* (where you upload your data files to Omeka)
  - d. *Tags* (where you add tags that help to group items together by theme or topic)
3. On the *Dublin Core* section, fill in at least a **Title**, **Description**, **Creator**, and **Date** for your digital object.

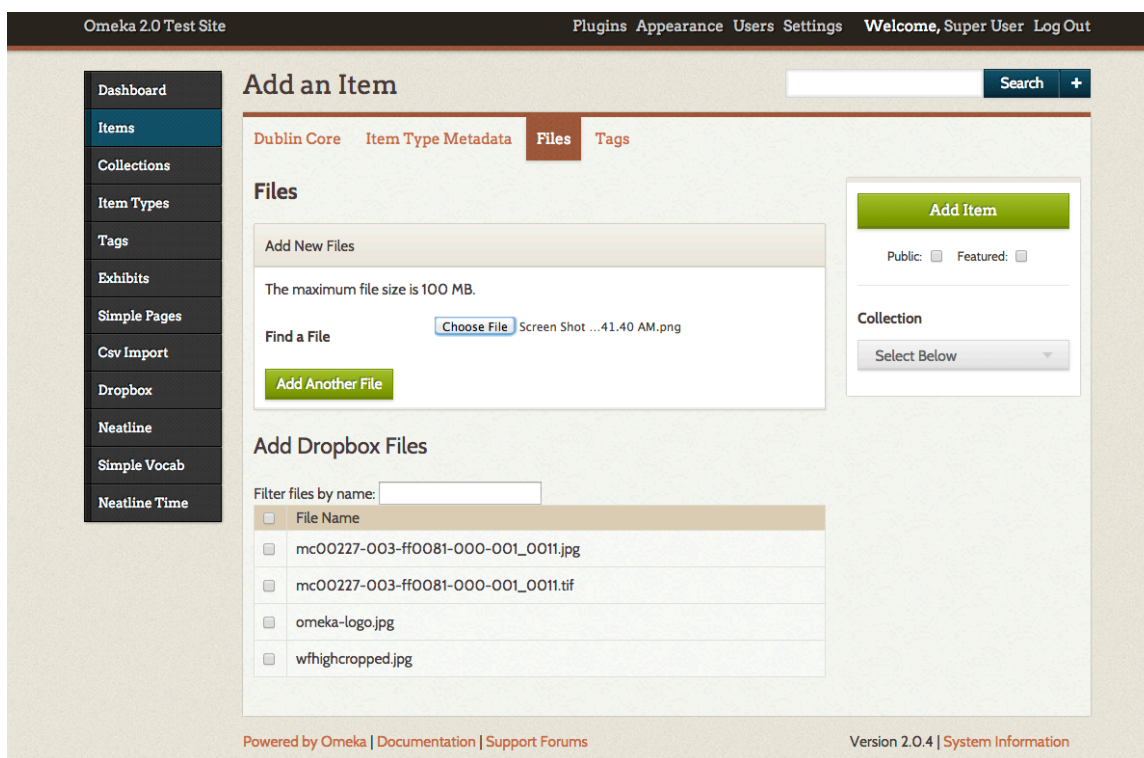
The screenshot shows the Omeka 2.0 Test Site interface. The top navigation bar includes 'Plugins', 'Appearance', 'Users', 'Settings', 'Welcome, Super User', and 'Log Out'. The left sidebar contains a menu with 'Dashboard', 'Items' (selected), 'Collections', 'Item Types', 'Tags', 'Exhibits', 'Simple Pages', 'Csv Import', 'Dropbox', 'Neatline', 'Simple Vocab', and 'Neatline Time'. The main content area is titled 'Add an Item' and has a search bar. Below the title are four tabs: 'Dublin Core' (active), 'Item Type Metadata', 'Files', and 'Tags'. The 'Dublin Core' section contains the following fields and options:

- Title**: A name given to the resource. Includes an 'Add Input' button and a 'Use HTML' checkbox.
- Subject**: The topic of the resource. Includes an 'Add Input' button and a 'Use HTML' checkbox.
- Description**: An account of the resource. Includes an 'Add Input' button and a 'Use HTML' checkbox.
- Collection**: A dropdown menu with 'Select Below'.
- Public** and **Featured** checkboxes.
- Add Item** button.

4. Click on the *Item Type Metadata* link to switch to that section.
5. Select the item type that best matches your digital object from the drop down list and fill in any additional metadata that you wish to record for your item.

The screenshot shows the Omeka 2.0 Test Site interface. At the top, there's a navigation bar with links: Plugins, Appearance, Users, Settings, Welcome, Super User, and Log Out. A sidebar on the left contains a menu with items like Dashboard, Items, Collections, Item Types, Tags, Exhibits, Simple Pages, Csv Import, Dropbox, Neatline, Simple Vocab, and Neatline Time. The main content area is titled 'Add an Item' and has a search bar. Below this, there are tabs for 'Dublin Core', 'Item Type Metadata' (which is active), 'Files', and 'Tags'. The 'Item Type Metadata' section includes a dropdown for 'Item Type' set to 'Still Image', a description of static visual representations, a text area for 'Original Format' with an 'Add Input' button and a 'Use HTML' checkbox, and a similar section for 'Physical Dimensions'. On the right, there's a sidebar with an 'Add Item' button, 'Public' and 'Featured' checkboxes, and a 'Collection' dropdown set to 'Select Below'. The footer contains 'Powered by Omeka | Documentation | Support Forums' and 'Version 2.0.4 | System Information'.

6. Click on the *Files* link to switch to that section.
7. Click on the **Choose File** button, navigate to the location of the digital file on your local or network disk drive, select the file, and click **Open**.



8. Click the *Tags* link to switch to that section.
9. Add tags that describe your item, separating individual tags with a comma. When you've finished listing your tags, click the **Add Tags** button to complete the addition.
10. When your data entry is complete, you can click the *Public* checkbox to make the item publicly viewable and/or the *Featured* checkbox to set the item as a featured item on your Omeka front page, if desired, or you can select a Collection from the drop down list to which to add your item. Then click the green **Add Item** button to save the item to your Omeka archive.

## 8. Creating an Exhibit

1. Click on the *Exhibits* menu button on the left side menu bar.
2. Click on the green **Add an Exhibit** button.



Omeka 2.0 Test Site      Plugins Appearance Users Settings      Welcome, Super User Log Out

Dashboard  
Items  
Collections  
Item Types  
Tags  
**Exhibits**  
Simple Pages  
Csv Import  
Dropbox  
Neatline  
Simple Vocab  
Neatline Time

## Add Exhibit

Exhibits > Add Exhibit

**Exhibit Metadata**

Title

Slug No spaces or special characters allowed

Credits

Description 

**B** *I* U |

Paragraph

Tags

Theme 

Current Public Theme

**Pages**

There are no pages.

[Add Page](#)

[Save Changes](#)

Public: ☒ Featured: ☐

3. Enter the required metadata. The slug is the unique identifier that Omeka will use for your exhibit. It consists of a short text string that could be based on the exhibit's title; e.g., if your exhibit title is "Raleigh Architecture," the slug may be "raleigharchitecture."
4. Click on **Save Changes** to save your new exhibit.

## 9. Adding Pages to Exhibit

1. Go to the Exhibits Metadata entry page (see 7. Creating an Exhibit).
2. Click on the **Add Page** button.

Omeka 2.0 Test Site      Plugins Appearance Users Settings    Welcome, Super User   Log Out

- Dashboard
- Items
- Collections
- Item Types
- Tags
- Exhibits**
- Simple Pages
- Csv Import
- Dropbox
- Neatline
- Simple Vocab
- Neatline Time

## Add Page

Exhibits > Raleigh Architecture > Add Page

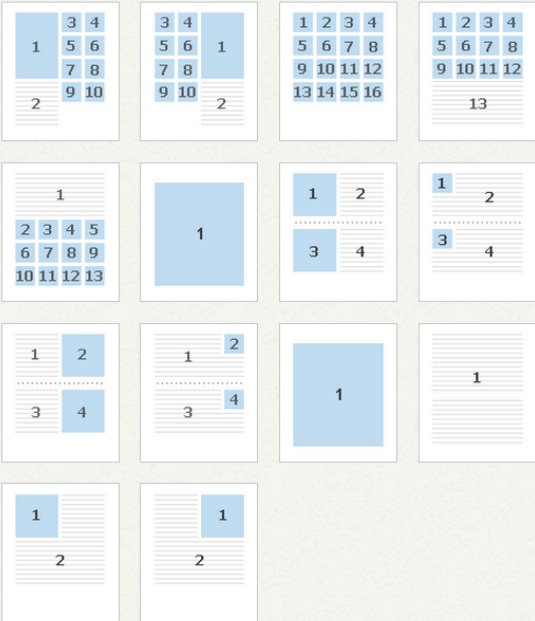
### Page Metadata

**Title**

**Slug**  No spaces or special characters allowed

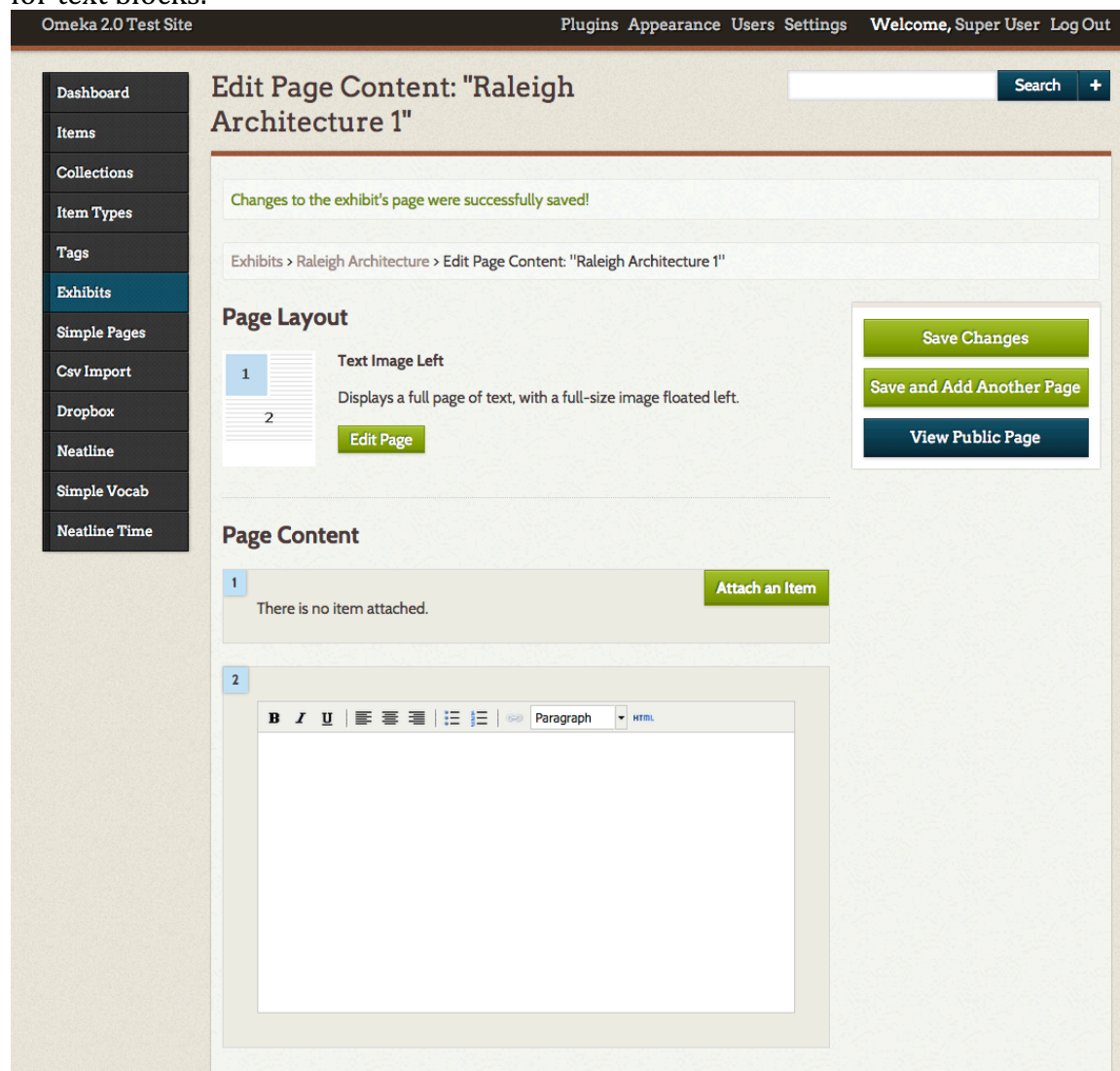
**Layout**  
Choose a layout by selecting a thumbnail on the right.

### Layouts



- Enter a fitting title and slug and select an appropriate layout. In the screenshot above, blue squares represent images while groups of lines stand

for text blocks.



4. Depending on what template you have chosen you can add one or more images by clicking on **Attach an Item**. A select box will open up that shows all items that you have previously created. Select an image and click on **Attach Selected Item**.
5. Click on **Save Changes** to save your new page.

## 10. Adding Simple Pages

Simple Pages are basic web pages without images that are easy to create.

1. Click on the *Simple Pages* menu button on the left side menu bar.
2. Enter a title and a slug.
3. Check the check box under "Use HTML editor?" This allows you to easily format text, similarly to what you can do with a word processor.



**Omeka 2.0 Test Site**

- [Plugins Appearance Users Settings Welcome, Super User Log Out](#)

---

<b>Dashboard</b>	<b>Simple Pages   Add Page</b>		<input type="text"/> Search +
Items			
Collections			
Item Types			
Tags			
Exhibits			
<b>Simple Pages</b>			
Csv Import			
Dropbox			
Neatline			
Simple Vocab			
Neatline Time			

### Title\*

Name and heading for the page (required)

### Slug

The slug is the part of the URL for this page. A slug will be created automatically from the title if one is not entered. Letters, numbers, underscores, dashes, and forward slashes are allowed.

### Use HTML editor?


Check this to add an HTML editor bar for easily creating HTML.  
PHP code will not be read in pages if this option is checked.

☒  
  

### Text

Add content for page, including HTML markup and PHP code (if the HTML editor is not checked above).

B I U ABC [bulleted] [numbered] [outdent] [indent]
Styles ▾ Paragraph ▾



Path: p

Save Changes

#### Parent

Main Page (No Parent) ▾

The parent page

---

#### Order

0

The order of the page relative to the other pages with the same parent

---

#### Publish this page? ☐

Checking this box will make the page public